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SECTION V

STATEMENT OF DUTIES OF ADDITIONAL PERSONNEL

COLLECTION BRANCH

1. Professional Personnel:

a. Justification for the recommended increase of three (3) professional personnel over the presently authorized T/O is based upon the following:

(1) One (1) additional Intelligence Officer is needed in the Analysis Section of the Policy and Analysis Division. The present and anticipated analysis work-load definitely requires the services of two highly competent statistical specialists if functions 3, 4 and 5 on page 2 of Tab A are to be adequately and efficiently discharged.

(2) Two (2) additional Intelligence Officers are now required in the Procurement Division in order to establish the procurement team for planning, processing and expediting collection matters pertaining to the Department of the Air Force, newly created by Public Law #253. Heretofore, the War Department procurement team has endeavored to handle air matters, since A-2 and the military air attache's functioned under War Department control. It is strongly anticipated, however, that collection requests pertaining to air intelligence will progressively increase as the Air Force exercises more and more autonomy in its intelligence activities. One of these officers will execute planning procurement duties and the other will act as the collection liaison officer to expedite collection matters with the Department of the Air Force.

b. Minor changes in classification codes for professional personnel are requested in order to:

(1) Bring classifications more in line with present and anticipated responsibilities of the individuals concerned and

(2) Provide an adequate spread of classifications to permit smooth promotional possibilities.

2. Clerical Personnel:

a. One Administrative Assistant, classification code CAF-7, is requested for the Office of the Chief, Collection Branch. When the Collection Branch is fully organized, it is anticipated that the administrative responsibilities which will be centralized in the Office of the Chief will unquestionably justify this recommended grade.

b. Four (4) additional clerical positions, classification code CAF-3, are all intended for the Control Section, Procurement Division, Collection Branch. The duties of these clerical personnel are as follows:

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(a) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Collection Directive file clerk

(b) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Collection Directive file clerk

(c) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Collection Directive folder clerk

(d) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Dispatch clerk

c. One (1) CPC-3 is required to perform messenger duties, primarily within the Control Section of the Procurement Division in order to expedite the delivery of requirements and collection directives and related communications. One CPC-3 is now on loan to Collection Branch from IDU, as directed by the Executive for Administration and Management, and is actually performing such duties. His services have already resulted in easily discernible benefits and have increased the efficiency of Branch operations.

3. Summary.

In summary, the recommended changes in personnel requirements involve an additional three (3) professional personnel and six (6) clerical personnel which would increase the total Table of Organization strength of the Collection Branch from its presently authorized [REDACTED] (22). It is felt that the recommended strength of the Collection Branch, when all position vacancies are filled, will be able to carry the Collection Branch work-load within the foreseeable future.

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